



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Online Reporting System User Manual

(for Fund Services Providers)

Version 1.0

Disclaimer

The guidance in this document is correct at date of publication. The Central Bank regularly issues guidance to ensure compliance by regulated firms with their legal and regulatory obligations. Up to date guidance is available on the Central Bank website at the following address: www.centralbank.ie

Typographical Conventions

The table below explains the typographical conventions used in this document:







Typeface	Indicates	Example(s)
Bold	Reference to an account type, to a return form, button, or link or to a page on the Online Reporting System.	The Minimum Capital Requirement form provides information on a fund service provider's Minimum Capital Requirement.
<i>Italics</i>	The name of a reference document, or a reference to another section within this user manual.	The document also provides an overview of the Online Reporting System – more detailed information on how to use the Online Reporting System is contained in the document <i>Online Reporting System User Manual for Fund Service Providers</i> .
	This symbol is used to indicate whether a function is available to Business Administrator and/or User account types.	 This function is available to Business Administrators only.
	This symbol is used to bring the reader's attention to useful information.	 The steps outlined below are intended as a quick guide to getting started with completing a return. Full instructions are contained within the referred sections.
	This symbol is used to bring the reader's attention to vital information regarding the use of the system or a business procedure.	 Store passwords safely. Replacement passwords will <u>only</u> be issued by post, not over the telephone.

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1. Introduction

1.1 Purpose of this User Manual

This user manual provides instructional support to Fund Services Provider personnel who use the Online Reporting System to submit or view Regulatory Returns.

The manual focuses on navigation and use of the system. This manual does not cover the content of individual returns or the definitions of fields within returns

1.2 Support

 01-2244740
 fundsreport@centralbank.ie

For queries in relation to the submission of returns through the Online Reporting System please see the below contact details.

2. The Online Reporting System

2.1 About the System

The Online Reporting System is a web-based application through which firms will be required to submit their regulatory returns. There are two types of returns that can be submitted through the Online Reporting System - structured returns and unstructured returns.

Minimum System Requirements

The Online Reporting System may be accessed using the following Internet browsers:

- Internet Explorer v6.0 (or later)
- Mozilla Firefox v2.0 (or later)

The Online Reporting System allows returns to be exported to Microsoft™ Excel 2000 or later.

Points on using the System

Drop-down List Boxes

Some fields require you to select an entry from a drop-down list box. If a suitable entry is not available, please choose the entry *Other*.

Adding and Deleting Rows

You may add and delete rows to/from tables as required by clicking the **Add Row** or **Delete** links where available.

Amounts

Enter amounts in thousands of Euro. Decimals should not be entered for amounts.

Negative Amounts

Prefix negative amounts with a minus sign where applicable.

Navigation

Use the Breadcrumb menu across the top of the page to navigate through the Online Reporting System.

Inactivity

You will be logged out after 20 minutes of inactivity.

2.2 System Accounts

Account Types

Two different types of system account are available:

- **Business Administrator accounts**
- **User accounts**

Business Administrator Accounts

- Provides the ability to view, create, submit and amend returns, depending on the roles assigned.
- The **Business Administrator** is responsible for setting up and managing all **User** accounts associated with the Fund Services Provider (i.e. notifying the user of their login credentials and resetting passwords when necessary).
- The Central Bank of Ireland will provide each Fund Services Provider with a **Business Administrator** account on the Online Reporting System. The Central Bank of Ireland will notify the **Business Administrator** directly of their login credentials (institution code, login name and password).

User Accounts

- Provides the ability to view, edit and amend returns, depending on the roles assigned.
- User accounts are available only from the Fund Services Provider **Business Administrator** (not the Central Bank of Ireland).
- The **Business Administrator** may setup one or more **User** accounts for their firm.
- The user account cannot create or edit **Business Administrator** accounts or other **User** accounts

Account Passwords

- The Online Reporting System prompts you to change your password when you login to the system for the first time.
- You must choose a strong password – i.e. your password must contain at least one uppercase letter and at least one number.
- It is your responsibility to store your login name and your password securely.
- The Central Bank will reset passwords for **Business Administrator** accounts only. Contact the Central Bank on:
 - ☎ 01-2244740
 - ✉ fundsreport@centralbank.ie
- The Central Bank will not reset **User** account passwords – these should only be reset by the Fund Service Provider's **Business Administrator**.

System Functions Available to Account Types

Function	Business Administrator Account	User Account
View a Return	✓	✓
Amend a Return	✓	✗
Submit a Return	✓	✗
Edit Profile	✓	✓
Change Password	✓	✓
Add a User Account	✓	✗
Reset a User Password	✓	✗
Edit a User Profile	✓	✗
Disable a User Account	✓	✗
Delete a User Account	✓	✗
Edit a User's Access	✓	✗
Export to Excel	✓	✓
Messages	✓	✓
Print Return	✓	✓
Tasks	✓	✗

2.3 Logging In



Refer to section [2.2 System Accounts](#) for information related to login names and passwords.

- 1) Open a web browser and enter the address www.centralbank.ie.
- 2) Click on the Financial Regulation Homepage link on the menu on the breadcrumb menu at the top of the page.

- 3) Click the **Online Reporting System** button on the bottom right of the page.

4) The **Login to Online Reporting** page appears. Enter your login credentials and click **Login**.

Online Reporting System

Login Instructions

Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.

If you have forgotten your login details, please contact your Firm Administrator.

If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).

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Login to Online Reporting

Institution Code: C33489

Login Name: BusAdminRole

Password: ••••••••

Login

Enter Login Details and click **Login**

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If logging on to the Online Reporting System for the first time you will be prompted to change your password at this point. You should choose a strong password. See [2.2 System Accounts –Account Passwords](#).

5) The Home Page appears.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[Central Bank Website](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

31-Aug-2011	Assets Under Management Data return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.
31-Aug-2011	Quarterly Client Funds Report return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.
31-Aug-2011	Capital Adequacy Statement return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.
31-Aug-2011	Monthly Metrics Report return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.

New Messages

You have no new messages

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2.4 Logging Out

- 1) On the **Home** page, click the **Logout** button which is located at the top right of every screen.

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[Logout](#) [Help](#)

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[Central Bank Website](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

31-Aug-2011	Assets Under Management Data return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.
31-Aug-2011	Quarterly Client Funds Report return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.
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31-Aug-2011	Monthly Metrics Report return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.

New Messages
You have no new messages
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Always click **Logout** to leave the system

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If there has been no activity for 20 minutes, the system will automatically log you out. Clicking on the links or icons will prevent the system from becoming inactive.



Always click the **Logout** button to leave the **Online Reporting System**.

2.5 The Home Page



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Logout

BusAdminRole BusAdminRole

Help

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[Central Bank Website](#)



View / Edit Data
View or edit return data



Administration
Configure how your Institution uses the system.



My Profile
View or update the information the system stores about you.



Messages
View user messages



Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

31-Aug-2011

[Assets Under Management Data return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.](#)

31-Aug-2011

[Quarterly Client Funds Report return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.](#)

31-Aug-2011

[Capital Adequacy Statement return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.](#)

31-Aug-2011

[Monthly Metrics Report return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.](#)

New Messages

You have no new messages

-

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3. Completing a Structured Return

3.1 Overview

There are 8 structured returns in scope of these guidelines for Fund Service Providers. These returns are listed below.

Ref	Return Name	Applicable to:
1	Fund Service Providers (FSP) Annually submitted Audited Accounts	<ul style="list-style-type: none"> - All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee Firms
2	FSP Annually submitted Interim Accounts	<ul style="list-style-type: none"> - All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee Firms
3	FSP Quarterly submitted Management Accounts (where applicable)	<ul style="list-style-type: none"> - All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee Firms
4	Fund Service Providers Semi-Annual submitted Management accounts (where applicable)	- All Trustee firms licensed as a Credit Institution or a Branch of One
5	FSP Monthly submitted Management Accounts (where applicable)	<ul style="list-style-type: none"> - All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers
6	Minimum Capital Requirement Report	<ul style="list-style-type: none"> - All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee Firms
7	Annual Funding Levy Report for Fund Service Providers	<ul style="list-style-type: none"> - All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee firms and All Trustee firms licensed as a Credit Institution or a branch of one.
8	Non Irish Authorised Funds Quarterly Report	<ul style="list-style-type: none"> - All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee firms and All Trustee firms licensed as a Credit Institution or a branch of one.

3.2 Validations

Automatic checks, known as validations, have been built into the Online Reporting System. These help the Fund Services Provider ensure that the information it submits is complete and consistent. The types of validations are described below.

Data Validations

Data-type validations are automatically conducted on each field on the structured returns. These data validations restrict the type of data that can be entered into each field on a return. For example, the user will only be able to enter numerical data into applicable fields where € amounts are requested. If the user attempts to save the return with an invalid data entry an error message will appear.

On-Form Validations

Some returns consist of a number of forms (each displayed on a separate page). Each form in the structured returns consists of a number of fields. When the user moves between fields or moves away from the current form, the Online Reporting System automatically checks that the data you have entered is of the correct type and that it conforms to one or more rules set within the system. If these validations are not passed, a message will appear outlining why the data is not valid and the field or fields will be highlighted in red. You may 'hover' your mouse over the highlighted field(s) to view the associated error message(s).

Cross-Form Validations

For returns that contain multiple forms, cross-form validations are automatically applied by the system. When all the information required has been entered on each form, the Fund Services Provider submits the return, at which point the Online Reporting System performs cross-form validations on the data. Returns cannot be submitted unless these validations are met. If a validation is not met, the Online Reporting System displays one or more error messages. For example, *Total Assets* on the **FINREP Balance Sheet Statement 'Table 1.1: Assets'** form must equal *Total Equity and Total Liabilities* on the **FINREP Balance Sheet Statement 'Table 1.3 Equity'** form.

3.3 Open a Structured Return

This function is available to both **Business Administrator** and **User** account types.

- 1) Login to the **Online Reporting System** (see [2.3 Logging In](#))
- 2) The **Home** page appears. Click the **View/Edit Data** button.

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BusAdminRole BusAdminRole

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[Central Bank Website](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.


Tasks

31-Aug-2011	Assets Under Management Data return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.
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31-Aug-2011	Capital Adequacy Statement return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.
31-Aug-2011	Monthly Metrics Report return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.

New Messages
You have no new messages
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3) A list of return types appears. Click on the relevant return (Minimum Capital Requirement Return in this example).



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[Logout](#)
[Help](#)

Home ▶ Data

Return Types

This page shows the types of data reported by your institution.

(Only the return types which you have access to are shown here)

Click on a return type name to view or enter data or to upload a file.

[Central Bank Website](#)


Investment Services

Name	Description	
Fund Service Providers Audited Annual Accounts	Fund Service Providers Audited Annual Accounts	?
Annual Audited Accounts Upload	Annual Audited Accounts Upload	?
Annual Funding Levy Report for Administration Firms	Annual Funding Levy Report for Administration Firms	?
Annual Funding Levy Report for Credit Institutions	Annual Funding Levy Report for Credit Institutions	?
Annual Funding Levy Report for IIA Trustees	Annual Funding Levy Report for IIA Trustees	?
Annual Ownership Confirmation	Annual Ownership Confirmation Upload	?
Assets Under Management Data	Quarterly Assets Under Management Data Return	?
Bank Statements	Investment Services Bank Statements Return	?
Capital Adequacy Statement	Capital Adequacy Statement	?
ISPS FINREP	ISPS FINREP	?
Management Accounts	Investment Services Management Accounts Return	?
Minimum Capital Requirement	Minimum Capital Requirement Return	?
Minimum Capital Requirement - UCITS Management Company	Minimum Capital Requirement UCITS Mgmt Company Return	?
Monthly Metrics Report	Monthly Metrics Report	?
Non-Irish Authorised Funds Return	Non-Irish Authorised Funds Return	?
Quarterly Client Funds Report	Quarterly Client Funds Report	?

Click Minimum Capital Requirement

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4) A further screen appears, click on the View/Edit Returns button. On the following screen click on the reporting date to open the associated return.



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[Help](#)


Home ▶ Data ▶ Minimum Capital Requirement

Return Type Options

This page displays the options for the 'Minimum Capital Requirement' return for your institution.

You can enter data or view previously entered data by clicking on the 'View/Edit Returns' button.


Minimum Capital Requirement



View / Edit Returns

Input or load data to the system, or view the data previously entered

Input or load data to the system, or view the data previously entered



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BusAdminRole BusAdminRole




[Logout](#)
[Help](#)

Home ▶ Data ▶ Minimum Capital Requirement ▶ Returns

Returns

This page shows all the 'Minimum Capital Requirement' returns entered by your institution.

Minimum Capital Requirement Returns

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated			
10-Aug-2011	Valid	30-Sep-2011	BusAdminRole BusAdminRole	24-Aug-2011 (11:40)			



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BusAdminRole BusAdminRole

[Logout](#)
[Help](#)

Home ▶ Data ▶ Minimum Capital Requirement ▶ Returns ▶ 10-Aug-2011

Sections




The 'Minimum Capital Requirement' return is divided into sections.

Minimum Capital Requirement , 10-Aug-2011 - Sections

Section	Status	Required	Last Updated By	Last Updated				
Minimum Capital Requirement Data	Valid	Mandatory	BusAdminRole BusAdminRole	24-Aug-2011 (11:40)				

Finalise

The following table following describes each column on the individual return page.

Column	Description
<u>Reporting Date</u>	The reports are listed by default in chronological order. A return will become available for completion the first day <u>after</u> the reporting date.
<u>Status</u>	Possible status: Not Started – no data has yet been entered into the return. Created – data has been entered into the return, but the return has not yet been submitted. Submitted – the return has been submitted by the reporting institution Unlocked – a member of Central Bank staff has unlocked a return for amendment or resubmission. Re-Submitted – the reporting institution has re-submitted an Unlocked return.
<u>Submission Due Date</u>	The date by which the reporting institution must submit the return is shown here.
<u>Last Updated By</u>	The name of the person who last modified the return is shown here. If the return has been most recently updated by a member of Central Bank staff, this will read Central Bank.
<u>Last Updated By</u>	The date on which the return was last modified.
Excel Icon 	Export the return to a Microsoft Excel Spreadsheet (see 5.1 Export to Excel)
Clear Return 	Clears all data entered in a return which is in ' Created ' status i.e. contains data but has not been submitted
Validations 	Validate the selected return. (see Validations 3.2)

- 5) The selected return is displayed. Scroll to the bottom of the page and select the 'Edit Data' button to edit the data in the return. The user can also Export the Data to an Excel Spreadsheet, for viewing puposes only.



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BusAdminRole BusAdminRole (C33489)

Logout
Help

Home ▶ Data ▶ Minimum Capital Requirement ▶ Returns ▶ 10-Aug-2011 ▶ Minimum Capital Requirement

View Form Data

MINIMUM CAPITAL REQUIREMENT REPORT - ADMINISTRATION COMPANY / TRUSTEE COMPANY / NON-UCITS MANAGEMENT COMPANYS

1. INITIAL CAPITAL REQUIREMENT
ADMINISTRATION COMPANY/TRUSTEE COMPANY/NON-UCITS MANAGEMENT COMPANY

All monetary amounts are in €000's	
1.1 What base currency was the below financial data prepared in? (Note all data entered on this return must be in €000's)	AED:United Arab Emirates, Dirhams
1.2 Exchange Rate used in CCY/EUR format if functional currency is not Euro (Note - Central Bank of Ireland rate must be used)	1.000000
1.3 Initial Capital Requirement (A)	125

2. EXPENDITURE REQUIREMENT

2.1.1 Total Expenditure (taken from Profit and Loss account)	27,838
LESS	
2.1.2 (Depreciation)	288
2.1.3 (Profit Shares, Bonuses, etc)	1,226
2.1.4 (Net losses on translation of foreign currency balances)	
2.1.5 (Shared Commissions paid) - Note 3.2(d)	
2.1.6 (Exceptional and Extraordinary Items) - Note 3.2(e)	

5.1 ELIGIBLE ASSETS (E)

6. COMPLIANCE TEST

6.1 Are Financial Resources(D) at least equal to Minimum Capital Requirement(C)?	
6.2 Are Eligible Assets(E) at least equal to Minimum Capital Requirement(C)?	
6.3 Where are Eligible Assets held? (Note - Upload relevent bank statements through the Online Reporting System)	
6.4 Was the firm in compliance with the capital adequacy requirements throughout the period under review? - Note: 7	

7. Note on Qualifying Subordinated Loan Capital
The qualifying amount of redeemable subordinated debt is calculated as follows:

7.2 Remaining term to maturity (Months)	
7.1.1 Gross Amount	
7.1.2 (Less Amortisations)	
7.1 = Qualifying Amount	

[Click to see notes](#)

Click **Edit Data** to amend the report.

Click **Export to Excel** to copy data to a spreadsheet

Edit Data Back Export to Excel

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3.4 Edit a Structured Return

- 1) For this Example refer to steps 1-5 in [3.3 Open a Structured Return](#), until the user arrives at the following page. Click Edit Data.

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BusAdminRole BusAdminRole (C33489)

[Logout](#)

[Help](#)

[Home](#) > [Data](#) > [Minimum Capital Requirement](#) > [Returns](#) > 10-Aug-2011 > [Minimum Capital Requirement](#)

View Form Data

MINIMUM CAPITAL REQUIREMENT REPORT - ADMINISTRATION COMPANY / TRUSTEE COMPANY / NON-UCITS MANAGEMENT COMPANYS	
1. INITIAL CAPITAL REQUIREMENT	
ADMINISTRATION COMPANY/TRUSTEE COMPANY/NON-UCITS MANAGEMENT COMPANY	
All monetary amounts are in €000's	
1.1 What base currency was the below financial data prepared in? (Note all data entered on this return must be in €000's)	AED:United Arab Emirates, Dirhams
1.2 Exchange Rate used in CCY/EUR format if functional currency is not Euro (Note - Central Bank of Ireland rate must be used)	1.000000
1.3 Initial Capital Requirement (A)	125
2. EXPENDITURE REQUIREMENT	
2.1.1 Total Expenditure (taken from Profit and Loss account)	27,838
LESS	
2.1.2 (Depreciation)	288
2.1.3 (Profit Shares, Bonuses, etc)	1,226
2.1.4 (Net losses on translation of foreign currency balances)	
2.1.5 (Shared Commissions paid) - Note 3.2(d)	
2.1.6 (Exceptional and Extraordinary Items) - Note 3.2(e)	
5.1 ELIGIBLE ASSETS (E)	7,286
6. COMPLIANCE TEST	
6.1 Are Financial Resources(D) at least equal to Minimum Capital Requirement(C)?	
6.2 Are Eligible Assets(E) at least equal to Minimum Capital Requirement(C)?	
6.3 Where are Eligible Assets held? (Note - Upload relevant bank statements through the Online Reporting System)	
6.4 Was the firm in compliance with the capital adequacy requirements throughout the period under review? - Note: 7	
7. Note on Qualifying Subordinated Loan Capital	
The qualifying amount of redeemable subordinated debt is calculated as follows:	
7.2 Remaining term to maturity (Months)	
7.1.1 Gross Amount	
7.1.2 (Less Amortisations)	
7.1 = Qualifying Amount	

[Click to see notes](#)

Click to Edit Data


Edit Data

Back

Export to Excel

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2) Enter data into textboxes. Save Form.



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Help

Home ▶ Data ▶ Minimum Capital Requirement ▶ Returns ▶ 10-Aug-2011 ▶ Minimum Capital Requirement

View Form Data

MINIMUM CAPITAL REQUIREMENT REPORT - ADMINISTRATION COMPANY / TRUSTEE COMPANY / NON-UCITS MANAGEMENT COMPANYS	
1. INITIAL CAPITAL REQUIREMENT	
ADMINISTRATION COMPANY/TRUSTEE COMPANY/NON-UCITS MANAGEMENT COMPANY	
All monetary amounts are in €000's	
1.1 What base currency was the below financial data prepared in? (Note all data entered on this return must be in €000's)	AED:United Arab Emirates, Dirhams
1.2 Exchange Rate used in CCY/EUR format if functional currency is not Euro (Note - Central Bank of Ireland rate must be used)	10
1.3 Initial Capital Requirement (A)	10
2. EXPENDITURE REQUIREMENT	
2.1.1 Total Expenditure (taken from Profit and Loss account)	10
LESS	
2.1.2 (Depreciation)	10
2.1.3 (Profit Shares, Bonuses, etc)	10
2.1.4 (Net losses on translation of foreign currency balances)	10
2.1.5 (Shared Commissions paid) - Note 3.2(d)	10
2.1.6 (Exceptional and Extraordinary Items) - Note 3.2(e)	
5.1 ELIGIBLE ASSETS (E)	7,286
6. COMPLIANCE TEST	
6.1 Are Financial Resources(D) at least equal to Minimum Capital Requirement(C)?	
6.2 Are Eligible Assets(E) at least equal to Minimum Capital Requirement(C)?	
6.3 Where are Eligible Assets held? (Note - Upload relevant bank statements through the Online Reporting System)	
6.4 Was the firm in compliance with the capital adequacy requirements throughout the period under review? - Note: 7	
7. Note on Qualifying Subordinated Loan Capital	
The qualifying amount of redeemable subordinated debt is calculated as follows:	
7.2 Remaining term to maturity (Months)	
7.1.1 Gross Amount	
7.1.2 (Less Amortisations)	
7.1 = Qualifying Amount	

[Click to see notes](#)

Enter Data into textboxes

Click **Save Form** to save

Save Form
Cancel

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- 3) For all Structured Returns, on-form validations (see [Validations 3.2](#)) are applied. The following is an example of how on-form validations are applied. In this example, the 'Net Qualifying Expenditure' field is entered with an incorrect value of 4. If we hover over the highlighted cells we can see the reason for the error message. In this example, $10 - 5 \neq 4$.

C33489: Fund Service Provider
 BusAdminRole BusAdminRole (C33489)

Home ▶ Data ▶ Minimum Capital Requirement ▶ Returns ▶ 10-Aug-2011 ▶ Minimum Capital Requirement ▶ Edit Data

Edit Form Data

There were errors on the form which prevented it from being saved. Hover over the highlighted cells to see a shortened version of the error messages or click on View Errors to view all errors, with detailed error messages. Alternatively click on 'Save With Errors' to save the form as a draft version, and you can fix the errors at a later time.

MINIMUM CAPITAL REQUIREMENT REPORT - ADMINISTRATION COMPANY / TRUSTEE COMPANY / NON-UCITS MANAGEMENT COMPANYS	
1. INITIAL CAPITAL REQUIREMENT	
ADMINISTRATION COMPANY/TRUSTEE COMPANY/NON-UCITS MANAGEMENT COMPANY	
All monetary amounts are in €000's	
1.1 What base currency was the below financial data prepared in? (Note all data entered on this return must be in €000's)	AED:United Arab Emirates. [v]
1.2 Exchange Rate used in CCY/EUR format if functional currency is not Euro (Note - Central Bank of Ireland rate must be used)	1.000000
1.3 Initial Capital Requirement (A)	125
2. EXPENDITURE REQUIREMENT	
2.1.1 Total Expenditure (taken from Profit and Loss account)	10
LESS	
2.1.2 (Depreciation)	5
2.1.3 (Profit Shares, Bonuses, etc)	
2.1.4 (Net losses on translation of foreign currency balances)	
2.1.5 (Shared Commissions paid) - Note 3.2(d)	
2.1.6 (Exceptional and Extraordinary Items) - Note 3.2(e)	
2.1.7 (Any other non-recurring expense) - Note 3.2(e)	
2.1 Net Qualifying Expenditure	4
Net Qualifying Expenditure Incorrect (Must equal sum of 2.1.1 to 2.1.7)	
2.2 EXPENDITURE REQUIREMENT [One quarter of Net Qualifying Expenditure](B)	
3. MINIMUM CAPITAL REQUIREMENT [Higher of(A) and (B)](C)	
Higher of Initial Capital Requirement and Expenditure Requirement	

The qualifying amount of redeemable subordinated debt is calculated as follows:

7.2 Remaining term to maturity (Months)	
7.1.1 Gross Amount	
7.1.2 (Less Amortisations)	
7.1 = Qualifying Amount	

[Click to see notes](#)

View Errors Save Form Save With Errors Cancel

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- 4) The user has the option to 'Save Form' or 'Save with Errors'. If the form is saved with errors however it cannot be finalised later. This is discussed in the next section, [3.5 Finalise And Sign-Off of Structured Returns](#).

Note: All **monetary** values should be entered in €000's. Please see Appendix 1 for details of rounding numbers on the Online Reporting System. Non monetary values should be entered as whole numbers.

3.5 Finalise and Sign-Off of Structured Returns

- 1) Structured returns must be both **Finalised** and **Signed-Off** to be completed. Note that these processes cannot be completed by the same person. Recall [3.3 Open a structured return](#) and [3.4 Edit a structured return](#). After the user either selects the 'Save Form' or 'Save with Errors' button, select the 'Back' button.
- 2) The user can finalise the Return by clicking the '**Finalise**' Button. If the Return was saved with errors however, the user will not be permitted to finalise the return. Forms that contain errors must be fixed and saved again before the return can be finalised. See below.

The screenshot shows the 'C33489: Fund Service Provider' interface. The user is logged in as 'BusAdminRole'. The breadcrumb trail is: Home > Data > Minimum Capital Requirement > Returns > 10-Aug-2011. The page title is 'Minimum Capital Requirement , 10-Aug-2011 - Sections'. On the left, there is a sidebar with the text: 'The 'Minimum Capital Requirement' return is divided into sections. Complete each section that applies to your institution and submit the return to the Central Bank .'. Below this is a link to 'Central Bank Website'. The main content area contains a table with the following data:

Section	Status	Required	Last Updated By	Last Updated
Minimum Capital Requirement Data	Invalid	Mandatory	BusAdminRole BusAdminRole	29-Aug-2011 (14:16)

Below the table, there is a yellow error message box that reads: 'This Return cannot be Finalised yet because not all Templates have been properly completed - some Forms have been 'saved with errors' (i.e. saved even though the data entered was invalid). Each Form that contains errors must be fixed and saved again before the Return can be finalised.' There is an 'OK' button below the message. A 'Finalise' button is visible to the right of the message box.

- 3) Thus the user must correct the errors on the form before the return can be finalised.

The screenshot shows the same 'C33489: Fund Service Provider' interface. The user is still logged in as 'BusAdminRole'. The breadcrumb trail is: Home > Data > Minimum Capital Requirement > Returns > 10-Aug-2011. The page title is 'Minimum Capital Requirement , 10-Aug-2011 - Sections'. On the left, there is a sidebar with the text: 'The 'Minimum Capital Requirement' return is divided into sections. Complete each section that applies to your institution and submit the return to the Central Bank .'. Below this is a link to 'Central Bank Website'. The main content area contains a table with the following data:

Section	Status	Required	Last Updated By	Last Updated
Minimum Capital Requirement Data	Valid	Mandatory	BusAdminRole BusAdminRole	29-Aug-2011 (14:20)

Below the table, there is a 'Finalise' button. A mouse cursor is pointing at the 'Finalise' button. The footer of the page contains: '© 2010 Central Bank of Ireland | [Conditions Of Use](#) | [Privacy Statement](#)' and a 'Contact Us' link.

- 4) If the return is error-free the form will be finalised. The form is then required to be signed off by an alternative user.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home > Data > Minimum Capital Requirement > Returns > 10-Aug-2011 > Finalise Return

Finalise Return Instance

This page shows the results of Finalising a Return. The return will only be finalised if it has passed all cross form rule checks.

Minimum Capital Requirement, 10-Aug-2011 has been finalised

This Return is 'Finalised' - it must now be 'Signed-Off' to be submitted to the Central Bank. Use the back button to navigate to the previous page.

[Back](#)

- 5) We can see below that the system will not allow the same person to both finalise and sign off the return.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home > Data > Minimum Capital Requirement > Returns > 10-Aug-2011

Sections

The 'Minimum Capital Requirement' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank.

Minimum Capital Requirement, 10-Aug-2011 - Sections

Section	Status	Required	Last Updated By	Last Updated
Minimum Capital Requirement Data	Valid	Mandatory	BusAdminRole BusAdminRole	29-Aug-2011 (14:20)

[Sign-Off](#)

You cannot 'Sign-Off' this Return as you were the last person to update it. You will need to get someone else with verification access to log in to the system to Sign-Off the Return.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home > Data > Minimum Capital Requirement > Returns > 10-Aug-2011

Sections

The 'Minimum Capital Requirement' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank.

Minimum Capital Requirement, 10-Aug-2011 - Sections

Section	Status	Required	Last Updated By	Last Updated
Minimum Capital Requirement Data	Valid	Mandatory	BusAdminRole BusAdminRole	29-Aug-2011 (14:20)

[Sign-Off](#)

You cannot 'Sign-Off' this Return as you were the last person to update it. You will need to get someone else with verification access to log in to the system to Sign-Off the Return.

OK

- 6) To Sign-Off on a return, an alternative user must sign in and proceed to the return following the path to the Minimum Capital Requirement Return (refer to 3.3 'Open a Structured Return'). The user must then click 'Sign-Off'.



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C33489: Fund Service Provider
VerifyRole Verif

Logout
Help

Home ▶ Data ▶ Minimum Capital Requirement ▶ Returns ▶ 10-Aug-2011

Sections

The 'Minimum Capital Requirement' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank .


Minimum Capital Requirement , 10-Aug-2011 - Sections

Section	Status	Required	Last Updated By	Last Updated			
Minimum Capital Requirement Data	Valid	Mandatory	BusAdminRole BusAdminRole	29-Aug-2011 (14:20)			

If the Return is complete, it must be 'submitted' to the Central Bank.

Sign-Off

- 7) The user is then asked to accept the accompanying declaration. Tick the checkbox and click the **'Sign-Off Return'** button. The user is then notified that the return is signed off and has been submitted to Central Bank.



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Eurosystem

C33489: Fund Service Provider
VerifyRole Verif

Logout
Help

Home ▶ Data ▶ Minimum Capital Requirement ▶ Returns ▶ 10-Aug-2011 ▶ SignOff Return

Sign Off Return Instance

Sign-Off Return

The Return is ready to be signed-off.

The Minimum Capital Requirement return for 10-Aug-2011 must be 'signed-off' to complete the process of submitting data to the Central Bank

This return is due to be submitted by 30-Sep-2011.

After you sign-off the return, it will be 'locked' and you will no longer be able to make changes (unless the return is subsequently unlocked by the Central Bank for revision).

Declaration

To signify your acceptance of this statement, tick the box below:

☒

Tick box to accept.
Sign of Return

I declare that the information which has been entered for the Minimum Capital Requirement return for 10-Aug-2011 is complete and correct to the best of my knowledge.

Once you have verified the correctness of the data to your satisfaction, click the 'Sign-Off Return' button below to sign-off the return and submit the data to the Central Bank. This will complete the process of submitting the return (for this period).

Cancel
Sign-off Return

[Central Bank Website](#)

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C33489: Fund Service Provider

[Logout](#)

[VerifyRole](#) [Verif](#)

[Help](#)

Home ▶ Data ▶ Minimum Capital Requirement ▶ Returns ▶ 10-Aug-2011 ▶ SignOff Return

Sign Off Return Instance

Sign-Off Return

The return has been successfully signed-off

You have successfully 'signed-off' the Minimum Capital Requirement return for 10-Aug-2011 – it has now been submitted to the Central Bank.

This return was successfully submitted by the 30-Sep-2011 deadline.

This Return is 'locked', and can't be changed until it is unlocked for revision by the Central Bank .

Use the back button to navigate to the previous page.

Back

Note - All returns submitted by firms on the Online Reporting System will be required to be signed-off by an approved person within the firm (i.e. a person who has been approved under the Central Bank's fitness and probity regime). If an approved person with responsibility for a particular return is on leave, arrangements should be made for another approved person within the firm to sign-off and submit the return

4. Completing an Unstructured Return

4.1 Overview

There are 4 unstructured returns in scope of these guidelines that Fund Services Providers can submit through the Online Reporting System. These are listed below.

Ref.	Return Name	Applicable to:
9	Audited year-end financial statements	- All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee Firms
10	Auditors Report	- All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee Firms
11	Bank Statements	- All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee Firms
12	Annual Ownership Confirmation	- All IIA Fund Administration firms - Non-delegating UCITS + Non-UCITS Managers and UCITS + Non-UCITS Managers - All IIA Trustee Firms

The system allows the user to upload these unstructured accounts. Please note that uploaded documents must follow the subsequent naming format;

C10000_YYYYMMDD_AnnualAccounts.doc

C10000_YYYYMMDD_RelatedAccounts.doc

C10000_YYYYMMDD_BankStatements.doc

C10000_YYYYMMDD_OwnershipConfirmation.doc

- where C10000 is your institution code(each institution has their own unique institution code). Returns may also be submitted in PDF (.pdf) format.

4.2 Uploading an Unstructured Return

- 1) On the **Home** page. Click the **View/Edit Data** button.

C33489: Fund Service Provider
BusAdminRole BusAdminRole

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[Central Bank Website](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

31-Aug-2011	Assets Under Management Data return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.
31-Aug-2011	Quarterly Client Funds Report return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.
31-Aug-2011	Capital Adequacy Statement return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.
31-Aug-2011	Monthly Metrics Report return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.

New Messages
You have no new messages
[Go to Message Archive >>](#)

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- 2) For this example we will use 'Bank Statements' to demonstrate. Click **Bank Statements**.

C33489: Fund Service Provider
BusAdminRole BusAdminRole

Home ▶ **Data**

Return Types

This page shows the types of data reported by your institution.


(Only the return types which you have access to are shown here)

Click on a return type name to view or enter data or to upload a file.

Investment Services

Name	Description	
Fund Service Providers Audited Annual Accounts	Fund Service Providers Audited Annual Accounts	?
Annual Audited Accounts Upload	Annual Audited Accounts Upload	?
Annual Funding Levy Report for Administration Firms	Annual Funding Levy Report for Administration Firms	?
Annual Funding Levy Report for Credit Institutions	Annual Funding Levy Report for Credit Institutions	?
Annual Funding Levy Report for IIA Trustees	Annual Funding Levy Report for IIA Trustees	?
Annual Ownership Confirmation	Annual Ownership Confirmation Upload	?
Assets Under Management Data	Quarterly Assets Under Management Data Return	?
Bank Statements	Investment Services Bank Statements Return	?

- 3) Again click **View/Edit Returns**, and click on the **Reporting Date** and then **Bank Statements** on the following page

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C33489: Fund Service Provider [Logout](#)

BusAdminRole BusAdminRole [Help](#)

Home ▶ Data ▶ Minimum Capital Requirement

Return Type Options

This page displays the options for the 'Minimum Capital Requirement' return for your institution.

You can enter data or view previously entered data by clicking on the 'View/Edit Returns' button.

Minimum Capital Requirement




View / Edit Returns

Input or load data to the system, or view the data previously entered



Input or load data to the system, or view the data previously entered

 Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

C33489: Fund Service Provider [Logout](#)

BusAdminRole BusAdminRole [Help](#)


Home ▶ Data ▶ Bank Statements ▶ Returns

Returns

This page shows all the 'Bank Statements' returns entered by your institution.

Bank Statements Returns

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated		
01-Aug-2011	Blank	30-Sep-2011	BusAdminRole BusAdminRole	29-Aug-2011 (15:03)		

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C33489: Fund Service Provider [Logout](#)

BusAdminRole BusAdminRole [Help](#)

Home ▶ Data ▶ Bank Statements ▶ Returns ▶ 01-Aug-2011

Sections


The 'Bank Statements' return is divided into sections.

Bank Statements , 01-Aug-2011 - Sections

Section	Status	Required	Last Updated By	Last Updated				
Bank Statements	Blank	Mandatory	BusAdminRole BusAdminRole	29-Aug-2011 (15:03)				

[Finalise](#)

- 4) We can see that there are no Files uploaded as yet. Click the '**Upload**' button to upload a file.

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Eurosystem

C33489: Fund Service Provider [Logout](#)

BusAdminRole BusAdminRole [Help](#)

Home ▶ Data ▶ Bank Statements ▶ Returns ▶ 01-Aug-2011 ▶ Bank Statements ▶ FileStatus

Section File Status

This page shows the details of a file uploaded to the Bank Statements section.

Bank Statements File.

Filename: N/A
Size: N/A
Uploaded Date: N/A
Uploaded By: N/A

[Back](#)

[Clear](#)

[Upload](#)

[Download](#)

- 5) Enter the Related Party Company Name. Select a file from your Computer/ Server using the Browse button, remember naming format. In this case the institution code is C33489 and reporting date is 20110801. Note that the naming format is case sensitive also. Click **Upload**.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home ▶ Data ▶ Bank Statements ▶ Returns ▶ 01-Aug-2011 ▶ Bank Statements ▶ Upload File

Section File Upload

On this page, you can load a file containing 'Bank Statements' data.

[Central Bank Website](#)

Load a Bank Statements File

Select a file and click 'Upload' to upload it to the server: C:\Documents\C33489_20110801_BankStatements.pdf

The file name must take one of the following format(s):

A Microsoft Word 97-2003 (.doc) document named CCCCCC_YYYYMMDD_BankStatements where CCCCCC is your institution Code and YYYYMMDD is the reporting date.

OR

A Microsoft Word (.docx) document named CCCCCC_YYYYMMDD_BankStatements where CCCCCC is your institution Code and YYYYMMDD is the reporting date.

OR

A Portable Document Format (.pdf) document named CCCCCC_YYYYMMDD_BankStatements where CCCCCC is your institution Code and YYYYMMDD is the reporting date.

Please note the following:

1) The file must be named according to the naming convention above before being uploaded.

2) The file name is case sensitive.

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- 6) We can now see that the file is uploaded.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home ▶ Data ▶ Bank Statements ▶ Returns ▶ 01-Aug-2011 ▶ Bank Statements ▶ FileStatus

Section File Status

This page shows the details of a file uploaded to the Bank Statements section.

Bank Statements File.

Filename: C33489_20110801_BankStatements.pdf

Size: 3389 bytes

Uploaded Date: 29-Aug-2011 (15:43)

Uploaded By: BusAdminRole

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- 7) The return must now be finalised and signed-off as detailed using the same process as a structured type return (see 3.5 'Finalise and Sign-Off of Structured Returns').

4.3 Amend a Return

This function is available to **Business Administrator** and **User** account types.



Only returns with a status of **Unlocked** can be amended.

- When a return is signed off, the system automatically sets the status of the return to **SignedOff**
- A return with a status of **SignedOff** cannot be amended.
- To amend the return, you must first contact Central Bank by telephone on 01-2244740 or email fundsreport@centralbank.ie and request that the return be unlocked.
- Once the return is unlocked, follow the steps below to amend the return.

- 1) Open the unlocked return to be amended (refer to [3.3 'Open a Structured Return'](#)). See the Status has been changed to 'Unlocked'.

The screenshot shows the Central Bank of Ireland Fund Service Provider interface. The header includes the Central Bank of Ireland logo and name, the user role 'C33489: Fund Service Provider', and a 'Logout' button. Below the header is a navigation bar with links: Home, Data, Minimum Capital Requirement, and Returns. The main content area is titled 'Minimum Capital Requirement Returns'. On the left, there is a sidebar with a 'Returns' section and a note: 'This page shows all the 'Monthly Metrics Report' returns entered by your institution.' The main table has the following data:

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated				
01-Jun-2011	Unlocked	02-Jun-2011	(Central Bank)	23-Jun-2011 (10:30)				

- 2) Make the required amendments to the return (refer to [3.4 'Edit a Structured Return'](#)).
- 3) Submit the return when amendments are complete (refer to [3.5 'Finalise and Sign-Off Structured Returns'](#)).

5. Other Features of the Online Reporting System

5.1 Export a Return to Excel

This function is available to both **Business Administrator** and **User** account types.

The Online Reporting System provides methods to export a partially or fully completed Return to Microsoft Excel:

- 1) Refer to [3.3 'Open a Structured Return'](#). Follow the steps until we reach the following screen. Click the Export to Excel button to the extreme right of the return you wish to export.

View Form Data

MINIMUM CAPITAL REQUIREMENT REPORT - ADMINISTRATION COMPANY / TRUSTEE COMPANY / NON-UCITS MANAGEMENT COMPANYS

1. INITIAL CAPITAL REQUIREMENT

ADMINISTRATION COMPANY/TRUSTEE COMPANY/NON-UCITS MANAGEMENT COMPANY

All monetary amounts are in €000's

1.1 What base currency was the below financial data prepared in? (Note all data entered on this return must be in €000's)

AED:United Arab Emirates, Dirhams

1.2 Exchange Rate used in CCY/EUR format if functional currency is not Euro (Note - Central Bank of Ireland rate must be used)

1.000000

1.3 Initial Capital Requirement (A)

125

2. EXPENDITURE REQUIREMENT

2.1.1 Total Expenditure (taken from Profit and Loss account)

10

LESS

2.1.2 (Depreciation)

5

2.1.3 (Profit Shares, Bonuses, etc)

2.1.4 (Net losses on translation of foreign currency balances)

2.1.5 (Shared Commissions paid) -

2.1.6 (Exceptional and

2.1.7 (An

7.2 Remaining term to maturity (Months)

7.1.1 Gross Amount

7.1.2 (Less Amortisations)

7.1 = Qualifying Amount

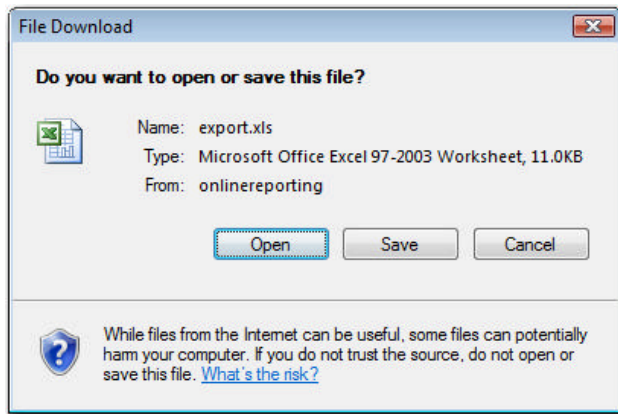
[Click to see notes](#)

[Click Export to Excel](#)

[Edit Data](#) [Back](#) [Export to Excel](#)

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- 2) Click open and the Return will open on an excel spreadsheet.



export[2] [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F	G	H	I
1	Return	Minimum Capital Requirements - Non UCITS							
2		Institution Name: Acadia International							
3		Report Date: 10 Aug 2011							
4	COMPANYS								
5	1. INITIAL CAPITAL REQUIREMENT								
6	ADMINISTRATION COMPANY/ TRUSTEE COMPANY/ NON-UCITS MANAGEMENT COMPANY								
7		All monetary amounts are in C000's							
8	1.1 What base currency was the below financial data prepared in? (Note: all data entered on this return must be in C000's)	AED: United Arab Emirates, Dirhams							
9	1.2 Exchange Rate used in CCVIEUR format if functional currency is not Euro (Note: Central Bank of Ireland rate must be used)	1							
10	1.3 Initial Capital Requirement (A)	125							
11	2. EXPENDITURE REQUIREMENT								
12	2.1.1 Total Expenditure (taken from Profit and Loss account)	10							
13	LESS								
14	2.1.2 (Depreciation)	5							
15	2.1.3 (Profit Shares, Bonuses, etc)	0							
16	2.1.4 (Net losses on translation of foreign currency balances)	0							
17	2.1.5 (Shared Commissions paid) - Note 3.2(d)	0							
18	2.1.6 (Exceptional and Extraordinary Items) - Note 3.2(e)	0							
19	2.1.7 (Any other non-recurring expense) - Note 3.2(e)	0							
20	2.1 Net Qualifying Expenditure	5							
21	2.2 EXPENDITURE REQUIREMENT [One quarter of Net Qualifying Expenditure](B)	1							
22	3. MINIMUM CAPITAL REQUIREMENT [Higher of(A) and (B)](C)								
23	Higher of Initial Capital Requirement and Expenditure Requirement								
24	3.1 MINIMUM CAPITAL REQUIREMENT	125							
25	4. FINANCIAL RESOURCES								
26	4.1.1.1 Equity Capital fully paid up	700							
27	4.1.1.2 Perpetual Non-cumulative Preference Shares	0							
28	4.1.1.3 Eligible Capital Contributions	7500							
29	4.1.1.4 Qualifying Subordinated Loan Capital [See 'Note on Qualifying Subordinated Loan Capital' below]	0							
30	4.1.1.5 Share Premium Account	0							
31	4.1.1.6 Disclosed Revenue and Capital Reserves (excluding Revaluation Reserves)(from most recent audited figures)	381							
32	4.1.1.7 Audited Interim Net Profits - Note 5.3	0							
33	4.1.1.8 Other Reserves	0							
34	4.1.1 Total	8581							



The Export to Excel file is not editable in Excel. It facilitates the viewing and printing of the Return only.

5.2 Tasks

This function is available to **Business Administrator** and **User** account types.

- 1) Tasks are displayed at the bottom of the **Home** page, alerting you to take an action on a specific return.

The screenshot shows the 'C33489: Fund Service Provider' interface. The top header includes the Central Bank of Ireland logo, the user role 'BusAdminRole', and buttons for 'Logout' and 'Help'. The main content area is divided into several sections: 'Home Page' with instructions, 'View / Edit Data', 'Administration', 'My Profile', 'Messages', and 'Manage User Accounts'. At the bottom, there is a 'Tasks' section with a table of tasks. A yellow callout box points to the 'Tasks' section, stating 'Due Date and status of return is displayed'. Another yellow callout box points to a task link, stating 'Click on the task link to open the associated task'. The footer contains copyright information and a 'Contact Us' link.

Tasks	
OVERDUE	Assets Under Management Data return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.
31-Aug-2011	Quarterly Client Funds Report return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.
31-Aug-2011	Capital Adequacy Statement return for 01-Aug-2011 needs to be finalised. This return must be submitted in 2 days.
31-Aug-2011	Monthly Metrics Report return for 01-Aug-2011 needs to be completed. This return must be submitted in 2 days.

- There are 3 types of tasks
 - Due
 - Overdue
 - Revised (when the return is unlocked)
 - Only one task is displayed per return
- 2) The task link opens the page for the associated return. Refer to 3.3 'Open a Structured Return'.

5.3 New Messages

View New Messages



The 5 newest messages are displayed underneath **New Messages**.

- 1) The Online Reporting System includes a **New Messages** facility to notify Fund Services Providers of general announcements related to Returns or to the Online Reporting System, such as planned Online Reporting System down time or documentation updates.
- 2) **New Messages** are displayed to the right of the **Home** page. The five most recent messages are displayed here; older messages are displayed in the **Message Archive**.
- 3) Login to the Online Reporting System (refer to [2.3 Logging In](#))
- 4) **New Messages** are displayed on the right-hand pane of the **Home** page. Click **[more]** to the right of any message to view its contents.

The screenshot displays the 'C33489: Fund Service Provider' interface. The header includes the Central Bank of Ireland logo and 'Eurosystem' branding. The main navigation bar contains 'Logout' and 'Help' buttons. The left sidebar, titled 'Home', provides instructions on using the system and viewing messages. The central area features five main sections: 'View / Edit Data', 'Administration', 'My Profile', 'Messages', and 'Manage User Accounts'. The 'Messages' section is highlighted with a yellow callout box that reads: 'Click [more] to view full message contents. To view older messages click [Go to Message Archive >>](#)'. On the right, the 'New Messages' section shows a message dated 23-Jun-2011 about system unavailability, with a '[more]' link and a 'Go to Message Archive >>' link.

- 5) When the user clicks **[more]**, the full content of the message is displayed. Click **Back** to return to the homepage.



C33489: Fund Service Provider

BusAdminRole BusAdminRole

[Logout](#) [Help](#)

Home ▶ Messages ▶ This system will be unavailable from 1st July 2011 9am - 11am

System Message

This page shows a message from Central Bank to you or your institution.

Central Bank support use messages to inform you of changes to the system or to your data reporting requirements.

Message: This system will be unavailable from 1st July 2011 9am - 11am

Applies From: 23-Jun-2011 to 02-Jul-2011

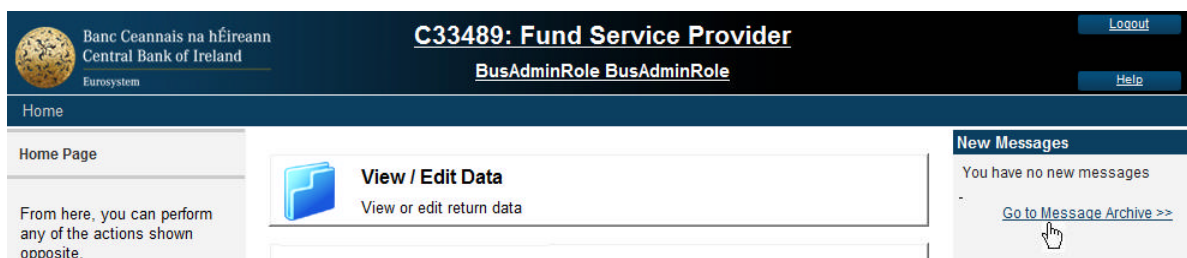
Message Body:

This system will be unavailable from 1st July 2011 9am - 11am

[Back](#)

View Message Archive

- 6) Click **[Go to Message Archive >>](#)** to view older messages. The **All Messages** page appears. Click the title of the message under the **Message Summary** column to view its contents.



C33489: Fund Service Provider

BusAdminRole BusAdminRole

[Logout](#) [Help](#)

Home

Home Page

From here, you can perform any of the actions shown opposite.

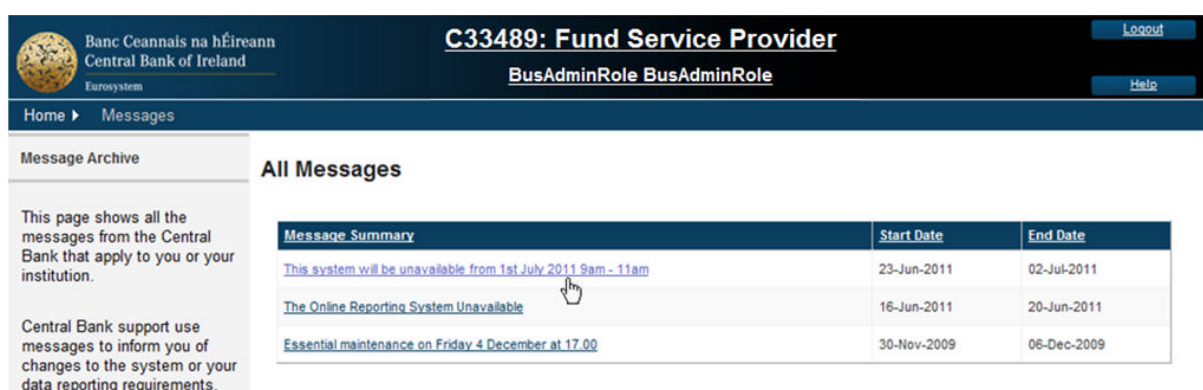
View / Edit Data

View or edit return data

New Messages

You have no new messages

[Go to Message Archive >>](#)



C33489: Fund Service Provider

BusAdminRole BusAdminRole

[Logout](#) [Help](#)

Home ▶ Messages

Message Archive


This page shows all the messages from the Central Bank that apply to you or your institution.

Central Bank support use messages to inform you of changes to the system or your data reporting requirements.

All Messages

Message Summary	Start Date	End Date
This system will be unavailable from 1st July 2011 9am - 11am	23-Jun-2011	02-Jul-2011
The Online Reporting System Unavailable	16-Jun-2011	20-Jun-2011
Essential maintenance on Friday 4 December at 17.00	30-Nov-2009	06-Dec-2009

7) Click **Back** to return to the previous page.



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Central Bank of Ireland

Eurosystem

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Logout

Help

Home ▶ Messages ▶ This system will be unavailable from 1st July 2011 9am - 11am

System Message

This page shows a message from Central Bank to you or your institution.

Central Bank support use messages to inform you of changes to the system or to your data reporting requirements.

Message: This system will be unavailable from 1st July 2011 9am - 11am

Applies From: 23-Jun-2011 to 02-Jul-2011

Message Body:

This system will be unavailable from 1st July 2011 9am - 11am

Back



6. My Profile

6.1 Edit Profile

This function is available to both **Business Administrator** and **User** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click **My Profile**.

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Central Bank of Ireland
Eurosystem

C33489: Fund Service Provider
BusAdminRole BusAdminRole

Logout Help

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)
[Central Bank Website](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

OVERDUE	Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.
30-Jun-2011	Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted next week.
30-Jun-2011	Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted next week.
24-Jun-2011	Investment Firms Annual Accounts return for 16-Jun-2011 needs to be completed. This return must be submitted tomorrow.


New Messages

23-Jun-2011
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 2) The **My Profile** page appears. Click **Edit Profile**.



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C33489: Fund Service Provider

BusAdminRole BusAdminRole

[Logout](#)
[Help](#)

[Home](#) > [Administration](#) > [Users](#) > [BusAdminRole](#)

View User

This page shows the information the system stores about you.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with you.

[Central Bank Website](#)

My Profile

Login Name:	BusAdminRole
Title:	Mr
First Name:	BusAdminRole
Surname:	BusAdminRole
Email:	enda.j.nolan@centralbank.ie
Telephone:	01 234 56789
Job Title:	kljhklj
Account Status:	Enabled
User Type:	Business Administrator
User can administer at own level?	Yes
Setup By:	Neil McKenna
Setup Date:	29-Jul-2011 (12:18)
Last Login:	31-Aug-2011 (10:56)
Last Password Change:	22-Aug-2011 (13:55)

Return Type	Access
Fund Service Providers Audited Annual Accounts	EditAndVerify
Annual Audited Accounts Upload	Administrator
Annual Funding Levy Report for Administration Firms	Administrator
Annual Funding Levy Report for Credit Institutions	Administrator
Annual Funding Levy Report for IA Trustees	Administrator
Annual Ownership Confirmation	Administrator
Assets Under Management Data	Administrator
Bank Statements	Administrator
Capital Adequacy Statement	Administrator
ISPS FNREP	Administrator
Management Accounts	Administrator
Minimum Capital Requirement	Administrator
Minimum Capital Requirement - UCITS Management Company	Administrator
Monthly Metrics Report	Administrator
Non-Irish Authorised Funds Return	Administrator
Quarterly Client Funds Report	Administrator

[Edit Profile](#)
[Change Password](#)

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[Contact Us](#)

- 3) The **Update My Profile** page appears. Make the required changes to your profile and click **Save**, or click **Cancel** to return to the previous screen without saving any changes.



Fields that cannot be edited appear in light grey font (e.g. **Login**).

Fields that must contain a value are asterisked (e.g. **Title**).



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Eurosystem

C33489: Fund Service Provider
BusAdminRole BusAdminRole

Logout
Help

Home Administration Users businessadmin2 Edit Profile

Edit User

To change the information the system stores about you, enter the required details and click the Save button.

It is especially important that the email address is correct as the system uses this to communicate with you.

[View Online Help](#)
[Central Bank Website](#)

Update My Profile

Login: businessadmin2

Title*: Miss

First Name*: bus

Surname*: admin role

Email*: businessadmin@centralbank.ie

Telephone*: 01 111 2222

Job Title*: business admin2

Account Type*: Business Administrator

User can administer at own level? ☒

Save Cancel

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The following table contains a description of each field on the **Update My Profile** screen.

Field	Description
Login	The name used to logon to the system. This field is non-editable.
Title	Choose from the drop-down list - options are: Dr, Miss, Mr, Mrs, Ms, n/a
First Name	This will be displayed at the top of every page on the Online Reporting System.
Surname	This will be displayed at the top of every page on the Online Reporting System.
Email	The business administrator/user's email address.
Telephone	The business administrator/user's phone number.
Job Title	The business administrator/user's job title.
Account Type	The account type. This field is non-editable.

6.2 Change Password

This function is available to both **Business Administrator** and **User** account types.

- 1) There are two routes in which the user can change their password.
 - (i) On the **Home** page, click **Administration**, then on the following page click **Change My Password**

C33489: Fund Service Provider
BusAdminRole BusAdminRole

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

New Messages
23-Jun-2011
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)
[Go to Message Archive >>](#)

C33489: Fund Service Provider
BusAdminRole BusAdminRole

Home > Administration

Administration

User Administration


Change My Password
Change the password you use to log into the system.

View / Edit My Profile
View or edit the information the system stores about you.

Manage Accounts
Manage Investment Firm 1's user accounts.

Change the password you use to log into the system.

- (ii) The other route the user can take is to follow the steps in [6.1 'Edit Profile'](#) and instead of clicking the 'Edit Profile' button click the 'Change Password' button



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C33489: Fund Service Provider

Logout

BusAdminRole BusAdminRole

Help

Home Administration Users businessadmin2

View User

This page shows the information the system stores about you.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with you.

[View Online Help](#)
[Central Bank Website](#)

My Profile

Login Name:businessadmin2

Title:Miss

First Name:business

Surname:admin2

Email:anthony.reynolds@centralbank.ie

Telephone:01 111 2222

Job Title:business admin2

Account Status:Enabled

User Type:Business Administrator

User can administer at own level?Yes

Setup By:Neil McKenna

Setup Date:16-Jun-2011 (15:06)

Last Login:23-Jun-2011 (15:33)

Last Password Change:16-Jun-2011 (15:11)

Return Type	Access
Annual Audited Accounts Upload	Administrator
Investment Firms Annual Accounts	Administrator
Monthly Metrics Report	Administrator
Related party Annual Accounts Upload	Administrator

Edit Profile

Change Password

Change my own password

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- 2) Both routes will bring the user to the following window. To change your password, enter your current password in the first text box, your new password (refer to '[2.2 Account passwords](#)') in the next text boxes and confirm the new password in the third textbox. Click **Change** to save the new password (or click **Cancel** to return to the previous screen).

Change Your Password

To change your password, enter your current password in the first text box and your new password in the next two text boxes.

Enter Old Password*:


Enter New Password*:

Confirm New Password*:

[What is a strong password?](#)

Change **Cancel**

	<p>You should choose a strong password; a strong password is at least eight characters in length with at least two of those characters being non-alphabetical.</p>
	<p>If the text in the Enter New Password and the text in the Confirm New Password text boxes do not match, or if you leave any field blank and click Change, you will see the error messages as shown below:</p>



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C33489: Fund Service Provider

BusAdminRole BusAdminRole

[Logout](#)
[Help](#)

Home Administration Change Password

Change Password

You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

[View Online Help](#)
[Central Bank Website](#)

Change Your Password

To change your password, enter your current password in the first text box and your new password in the next two text boxes.

Enter Old Password*:

You must enter your current password. The current password has been left blank or consists of only spaces.

Enter New Password*:

You must enter a new password. The new password has been left blank or consists of only spaces.

Confirm New Password*:

Incorrect password
Please confirm your new password. The confirm password field has been left blank or consists of only spaces.


[What is a strong password?](#)

Change

Cancel

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- 3) If the passwords match, the **Change Your Password** page appears, confirming that the password has been successfully changed.



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BusAdminRole BusAdminRole

[Logout](#)
[Help](#)

Home Administration Change Password

Change Password


You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.


[View Online Help](#)
[Central Bank Website](#)

Change Your Password

Your password has been successfully changed.



Home Page
Go back to the Home page.





Administration Page
Go back to the System Administration Page.

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7. Manage User Accounts

7.1 Overview

	Only a Business Administrator can manage other accounts.
	If you are not a Business Administrator and wish to update your profile information or change your password, please refer to 6.1 Edit Profile or 6.2 Change Password

Manage User Accounts provides the ability to:

- Add a **User** account
- Reset a **User** account password
- Edit a **User** account profile
- Disable a **User** account
- Enable a **User** account
- Delete a **User** account

7.2 Add a User Account

This function is available only to **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.

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Eurosystem

C33489: Fund Service Provider
BusAdminRole BusAdminRole

Logout Help

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)
[Administration Manual \(pdf\)](#)
[Central Bank Website](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

OVERDUE [Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.](#)

30-Jun-2011 [Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

30-Jun-2011 [Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

OVERDUE [Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.](#)

New Messages


23-Jun-2011
This system will be unavailable from 1st July 2011 9am - 11am [more](#)

[Go to Message Archive >>](#)

Setup new users, reset their passwords, etc.

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- 2) The **Fund Service Provider's User Accounts** page appears. The Fund Service Provider's **Business Administrator** Account appears in blue. Click the **Add User** button.



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C33489: Fund Service Provider

BusAdminRole BusAdminRole

[Logout](#)
[Help](#)

[Home](#) ▶ [Administration](#) ▶ [Users](#)

Users

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

[Central Bank Website](#)

Fund Service Provider User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change					
BusAdminRole	BusAdminRole BusAdminRole	Business Administrator	Yes	30-Aug-2011 (14:49)	22-Aug-2011 (13:55)					
cdevine	Colm devine	Business Administrator	No							
cmoloney	Ciaran Moloney	Business Administrator	No	23-Aug-2011 (12:04)	19-Aug-2011 (11:55)					
colmdevine	Colm devine	Business Administrator	No	24-Aug-2011 (15:41)	24-Aug-2011 (15:42)					
EditRole	Edi Role	User	No	12-Aug-2011 (11:36)	29-Jul-2011 (14:05)					
VerifyRole	VerifyRole Verif	User	No	29-Aug-2011 (14:40)	29-Jul-2011 (14:05)					

[Add User](#)

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- 3) The **Add User** page appears. Enter the **User** account details. When all fields on the page are complete, click the **Add User** button to add the new **User** account.



Fields that must contain a value are asterisked (e.g. **Title**).

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home Administration Users Add

Add User

To set up a new user on the Online Reporting system, enter the required details and click the 'Add' button.

The login name must be unique for all users within an institution.

You must assign a default password which the user will then need to change the first time they log in to the system.

It is especially important to ensure the email address is correct as the system will use that address to communicate with the user.

[View Online Help](#)
[Administration Manual \(pdf\)](#)
[Central Bank Website](#)

[What is a strong password?](#)

Add User **Cancel**

When all required fields are complete click the 'Add User' button

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The following table contains a description for each field on the **Add User** page.

Field	Description
Login Name	The name used to logon to the system. This name must be unique within the system. If it is not a unique name, the system will display an error message when you click Add User . Refer to <i>2.2 System Account – Account Login Names</i> on Page 3
Title	Choose from the drop-down list; options are: Dr, Miss, Mr, Mrs, Ms, n/a
First Name	Enter the user's first name here; this will be displayed at the top of every page on the Online Reporting System.
Surname	Enter the user's surname; this will be displayed at the top of every page on the Online Reporting System.
Password	Choose a strong password which is at least 8 characters in length, at least 2 of which are non-alphabetical.

Field	Description
Confirm Password	This password must match the password entered in the above field. The password must be a strong password.
Account Type	Create a Business Administrator account or User account for the new User.
Email Address	Enter the user's email address.
Telephone Number	Enter the user's phone number.
Job Title	Enter the user's job title.

7.3 Edit User Access

- 1) Click **Home > Manage User Accounts**. The Fund Service Provider's **User Accounts** page appears.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)
[Administration Manual \(pdf\)](#)
[Central Bank Website](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

OVERDUE Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.

30-Jun-2011 Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.

30-Jun-2011 Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.

OVERDUE Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.

New Messages

23-Jun-2011
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 2) Click the 'Edit User Access icon' ()

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home > Administration > Users

Users

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

[Central Bank Website](#)


Fund Service Provider User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change				
BusAdminRole	BusAdminRole	Business Administrator	Yes	30-Aug-2011 (14:49)	22-Aug-2011 (13:55)				
cdevine	Colm devine	Business Administrator	No						
cmoloney	Ciaran Moloney	Business Administrator	No	23-Aug-2011 (12:04)	19-Aug-2011 (11:55)				
colmdevine	Colm devine	Business Administrator	No	24-Aug-2011 (15:41)	24-Aug-2011 (15:42)				
EditRole	Edi Role	User	No	12-Aug-2011 (11:36)	29-Jul-2011 (14:05)				
VerifyRole	VerifyRole Verif	User	No	29-Aug-2011 (14:40)	29-Jul-2011 (14:05)				

[Add User](#)

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3) The **Edit Access** page appears.



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C33489: Fund Service Provider
BusAdminRole BusAdminRole

Logout
Help

Home Administration Users EditRole Edit Access

Edit User Access

This page shows the access that 'Edi Role' has to each return type.

For maximum security, you should only grant the minimum access that this user needs to do his or her job.

[Central Bank Website](#)


'Edi Role' - Edit Access

Return Type	Role
Annual Audited Accounts Upload	(none)
Annual Funding Levy Report for Administration Firms	(none)
Annual Funding Levy Report for Credit Institutions	(none)
Annual Funding Levy Report for IIA Trustees	(none)
Annual Ownership Confirmation	(none)
Assets Under Management Data	Edit
Bank Statements	(none)
Capital Adequacy Statement	Edit
ISPS FINREP	(none)
Management Accounts	(none)
Minimum Capital Requirement	(none)
Minimum Capital Requirement - UCITS Management Company	(none)
Monthly Metrics Report	Edit
Non-Irish Authorised Funds Return	(none)
Quarterly Client Funds Report	Edit

Cancel
Set Access

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- 4) From the **Role** drop-down list box on the right-hand side, select the access you wish to grant the user for each relevant return. Click the **Set Access** button.



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Eurosystem

C33489: Fund Service Provider

BusAdminRole BusAdminRole

[Logout](#)
[Help](#)

[Home](#) > [Administration](#) > [Users](#) > [EditRole](#) > [Edit Access](#)

Edit User Access

This page shows the access that 'Edi Role' has to each return type.

For maximum security, you should only grant the minimum access that this user needs to do his or her job.

[Central Bank Website](#)

'Edi Role' - Edit Access

Return Type	Role
Annual Audited Accounts Upload	(none)
Annual Funding Levy Report for Administration Firms	(none) Edit Verify EditAndVerify View
Annual Funding Levy Report for Credit Institutions	(none)
Annual Funding Levy Report for IIA Trustees	(none)
Annual Ownership Confirmation	(none)
Assets Under Management Data	Edit
Bank Statements	(none)
Capital Adequacy Statement	Edit
ISPS FINREP	(none)
Management Accounts	(none)
Minimum Capital Requirement	(none)
Minimum Capital Requirement - UCITS Management Company	(none)
Monthly Metrics Report	Edit
Non-Irish Authorised Funds Return	(none)
Quarterly Client Funds Report	Edit

Set user access (Role) to:

Edit
Verify
EditAndVerify
View

[Cancel](#) [Set Access](#)

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Role	Access
Edit	Upload, Edit, View and Finalise data
Verify	View and sign off data
View	View data



If this step is not completed, the **User** account will not have access to view any returns

- 5) The **User Details** page appears displaying the both user details and access granted to this user. Click the link in the access column to view role details.



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Logout

Help

Home Administration Users EditRole Edit Access

View User

This page shows the information the system stores about 'Edi Role'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[Central Bank Website](#)

Edi Role - User Details

Login Name:EditRole

Title:Dr

First Name:Edi

Surname:Role

Email:anthony.reynolds@centralbank.ie

Telephone:01 234 5678

Job Title:lkjflkj

Account Status:Enabled

User Type:User

User can administer at own level?No

Setup By:Neil McKenna

Setup Date:29-Jul-2011 (12:10)

Last Login:12-Aug-2011 (11:36)

Last Password Change:29-Jul-2011 (14:05)

Return Type	Access
Assets Under Management Data	EditAndVerify
Quarterly Client Funds Report	Edit
Capital Adequacy Statement	Edit
Monthly Metrics Report	Edit
ISPS FINREP	Verify
Minimum Capital Requirement - UCITS Management Company	View
Annual Funding Levy Report for Credit Institutions	Verify
Annual Funding Levy Report for Administration Firms	EditAndVerify

Edit ProfileEdit AccessDisableReset Password

Delete User

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Banc Ceannais na hÉireann
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Eurosystem

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Logout

Help

Home Administration Users EditRole User Role

View Role

This page displays the access granted by this return type role.

The roles that people are assigned to determine the level of access that they have to the different types of data that your firm reports.

Role 'Edit' Details

Return TypeQuarterly Client Funds Report

Role NameEdit

DescriptionView and edit access to return data, can edit form data

Back

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7.4 Reset a Password for another user's account

This function is available only to **Administrator** and **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.

The screenshot displays the 'C33489: Fund Service Provider' interface. At the top, there's a header with the Central Bank of Ireland logo and the user role 'BusAdminRole'. The main content area is divided into several sections: 'View / Edit Data' (View or edit return data), 'Administration' (Configure how your Institution uses the system), 'My Profile' (View or update the information the system stores about you), 'Messages' (View user messages), and 'Manage User Accounts' (Setup new users, reset their passwords, etc.). A tooltip is shown over the 'Manage User Accounts' button. On the right, there's a 'New Messages' section with a message dated 23-Jun-2011 stating the system will be unavailable from 1st July 2011 9am - 11am. The left sidebar contains links for 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'. At the bottom, there's a 'Tasks' section with several overdue items related to report submissions.

- 2) The **User Accounts** page appears. Click the **Reset User Password** icon to the right of the name of the user whose password you wish to

reset.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home Administration Users

Investment Firm 1 User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change					
businessadmin	business admin	Business Administrator	Yes	27-Jun-2011 (10:36)	16-Jun-2011 (12:48)					
businessadmin2	business admin2	Business Administrator	Yes	27-Jun-2011 (11:29)	23-Jun-2011 (16:39)					
Businessadmin9	Jane Smith	Business Administrator	No							
enolan04	Enda Nolan	User	No							
enolan1	Enda Nolan	User	No							
enolan12	Enda Nolan	User	No							
enolan2	Enda Nolan	User	No							
enolan3	Enda Nolan	User	No							
enolan4	Enda Nolan	User	No							
enolan6	Enda Nolan	User	No							

Click the Reset User Password Button

Reset User Pas:

View Online Help
Administration Manual (pdf)
Central Bank Website

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- 3) The **Reset Password** page appears. Enter and confirm the new password (refer to [2.2 System Accounts – Account Passwords](#)) and click **Reset** (or click **Cancel** to return to the previous screen without changing the password).



Choose a strong password which is at least 8 characters in length, with at least one uppercase letter and one number.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home Administration Users Businessadmin9 Reset Password

Reset Password

You can reset someone's password if they forget what it is.

They will need to change this password as soon as they log in to the system again.

Reset Password For 'Jane Smith'

Enter New Password:

Confirm New Password:

[What is a strong password?](#)

Reset **Cancel**

4) The **Reset Password** confirmation page appears.

The screenshot shows the 'Reset Password' confirmation page. The header includes the Central Bank of Ireland logo, the title 'C33489: Fund Service Provider', and user roles 'BusAdminRole BusAdminRole'. The breadcrumb trail is 'Home > Administration > Users > Businessadmin9 > Reset Password'. The main content area is titled 'Reset Password For 'Jane Smith'' and displays the message 'Users password has been successfully changed.' Below this, there are two buttons: 'Home Page' (with a house icon) and 'Back to Administration Page' (with a gear icon). A sidebar on the left contains instructions: 'You can reset someone's password if they forget what it is.' and 'They will need to change this password as soon as they log in to the system again.'

5) When the user next logs in to the Online Reporting System, the **Change Your Password** page will be displayed, and the user will be prompted to enter their old password, then enter and confirm a new password of their choice. The user will also be required to enter a Verification Code.

The screenshot shows the 'Change Your Password' page. The header is identical to the previous page. The breadcrumb trail is 'Home > Administration > ChangePasswordAfterReset'. The main content area is titled 'Change Your Password' and includes the instruction: 'To change your password, enter your new password in the first two text boxes and your verification code in the third text box.' There are three input fields: 'Enter New Password*', 'Confirm New Password*', and 'Enter Verification Code*'. Two yellow callout boxes provide additional guidance: one points to the first two fields with the text 'Enter and Confirm New Password', and the other points to the third field with the text 'Enter Verification code. Verification code will be sent via email to email address provided in My Profile'. A link 'What is a strong password?' is located below the input fields. At the bottom are 'Change' and 'Cancel' buttons. A sidebar on the left contains instructions: 'You should change your password regularly to ensure that it remains secret.' and 'Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.' At the bottom of the sidebar are links for 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'. The footer contains copyright information '© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement' and a 'Contact Us' link.

6) The verification code will be sent to the email address provided in 'My Profile' Home/My Profile.

The screenshot shows the 'C33489: Fund Service Provider' interface. The top header includes the Central Bank of Ireland logo, the title 'C33489: Fund Service Provider', and links for 'Logout' and 'Help'. The main navigation bar shows 'Home', 'Administration', 'Users', and 'Businessadmin9'. The left sidebar contains a 'View User' section with instructions and links to 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'. The main content area displays the 'My Profile' page for user 'Businessadmin9'. The profile details include:

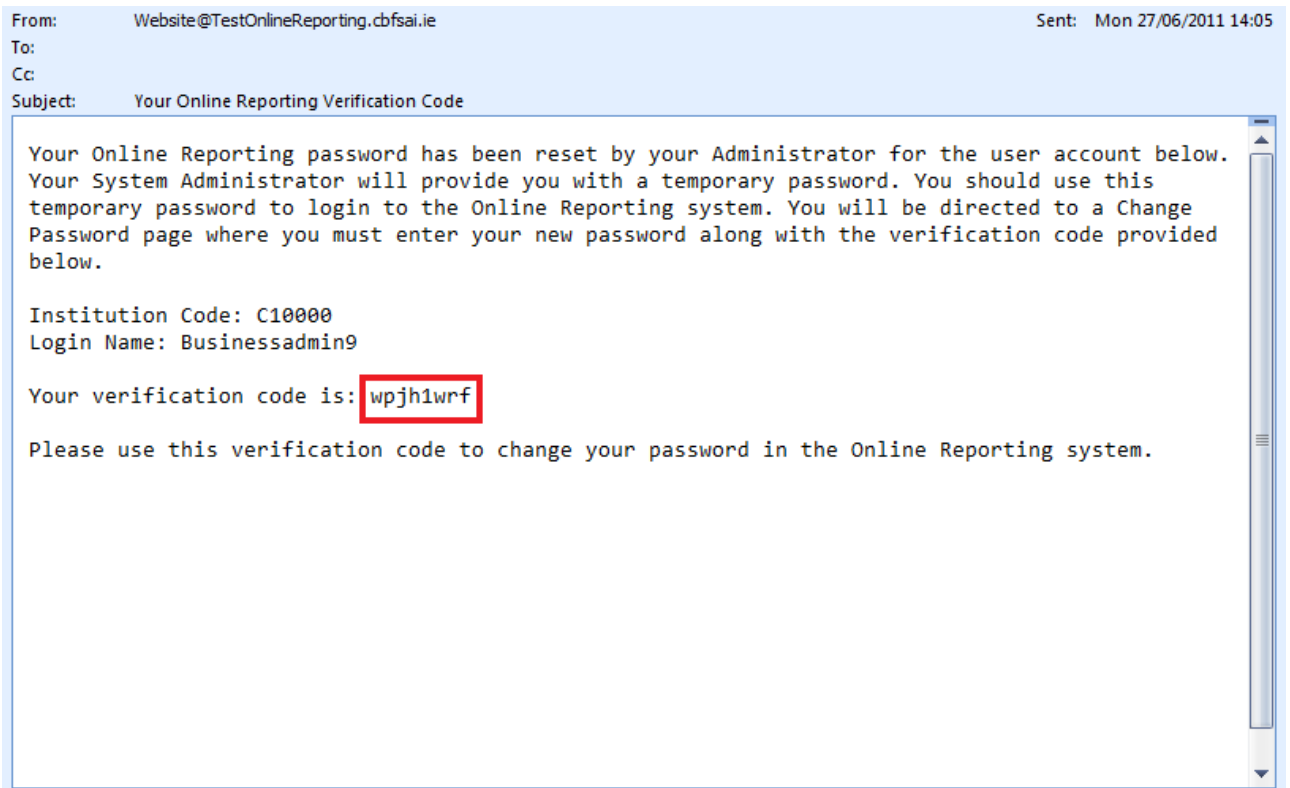
Login Name:	Businessadmin9
Title:	Miss
First Name:	Jane
Surname:	Smith
Email:	invest@centralbank.ie
Telephone:	01234567
Job Title:	Risk Analyst
Account Status:	Enabled
User Type:	Business Administrator
User can administer at own level?	Yes
Setup By:	business admin2
Setup Date:	27-Jun-2011 (09:47)
Last Login:	27-Jun-2011 (14:08)
Last Password Change:	27-Jun-2011 (14:09)

At the bottom of the profile section are buttons for 'Edit Profile' and 'Change Password'. A yellow callout box points to the email address with the text: 'Verification code will be sent to email address provided in My Profile'.

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- 7) Ensure that the email address provided in 'My Profile' is valid. See below an example of the verification code email the user will receive. The verification code is highlighted in red.



- 8) Enter the verification code provided in the email and click change. Your password is now successfully changed.

The screenshot shows a web application interface for the Central Bank of Ireland. The header includes the bank's logo and name, 'C33489: Fund Service Provider', and a 'Logout' button. Below the header, there are links for 'Home', 'Administration', and 'ChangePasswordAfterReset'. The main content area is titled 'Change Your Password' and contains the following text:

You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

To change your password, enter your new password in the first two text boxes and your verification code in the third text box.

Enter New Password*: [text box with dots]

Confirm New Password*: [text box with dots]

Enter Verification Code*: [text box with dots]

[What is a strong password?](#)

Change **Cancel**

Yellow callout boxes provide additional instructions:

- Enter and Confirm New Password
- Enter Verification code. Verification code will be sent via email to email address provided in My Profile

At the bottom left, there are links for 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'. The footer includes '© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement' and a 'Contact Us' link.


Change Password After Reset


You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

Change Your Password

Your password has been successfully changed.

**Home Page**
Go back to the Home page.

**Administration Page**
Go back to the System Administration Page.

7.5 Edit a User Account Profile

This function is available only to **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click **Manage User Accounts**.

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

C33489: Fund Service Provider
BusAdminRole BusAdminRole

Logout Help

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)
[Administration Manual \(pdf\)](#)
[Central Bank Website](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

OVERDUE Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.

30-Jun-2011 Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.

30-Jun-2011 Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.

OVERDUE Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.

New Messages

23-Jun-2011
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

Setup new users, reset their passwords, etc.

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- 2) The **User Accounts** page appears. Click the **Edit User Profile** icon to the right of the name of the user whose profile you wish to edit.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home Administration Users

Fund Service Provider User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change				
BusAdminRole	BusAdminRole BusAdminRole	Business Administrator	Yes	31-Aug-2011 (09:16)	22-Aug-2011 (13:55)				
cdevine	Colm devine	Business Administrator	No						
cmoloney	Ciaran Moloney	Business Administrator	No	23-Aug-2011 (12:04)	19-Aug-2011 (11:55)				
colmdevine	Colm devine	Business Administrator	No	24-Aug-2011 (15:41)	24-Aug-2011 (15:42)				
EditRole	Edi Role	User	No	12-Aug-2011 (11:36)	29-Jul-2011 (14:05)				
VerifyRole	VerifyRole Verif	User	No	29-Aug-2011 (14:40)	29-Jul-2011 (14:05)				

[Add User](#)

Click the **Edit User Profile** icon

Central Bank Website

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Fields that cannot be edited appear in light grey font (e.g. **Login**).

Fields that must contain a value are asterisked (e.g. **Title**).

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home Administration Users EditRole Edit Profile

Edi Role - Edit Profile

Login: EditRole

Title*: Mr

First Name*: Edit

Surname*: Role

Email*: edit.role@centralbank.ie

Telephone*: 01 234 5678

Job Title*: Risk Analyst

Account Type*: User

User can administer at own level? ☐

[Save](#) [Cancel](#)

Central Bank Website

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The following table contains a description of each field on the **Edit User Details** page:

Field	Description
Login	The name used to logon to the system. This is a non-editable field.
Title	Choose from the drop-down list - options are: Dr, Miss, Mr, Mrs, Ms, n/a
First Name	Enter the user's first name – this will be displayed at the top of every page on the Online Reporting System.
Surname	Enter the user's surname – this will be displayed at the top of every page on the Online Reporting System.
Email	Enter the user's email address.
Telephone	Enter the user's phone number.
Job Title	Enter the user's job title.
Account Type	The only option here is user - (i.e. an account which provides the ability to view returns and change own profile information only).

7.6 Disable a User Account

This function is available only to **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.



C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)
[Administration Manual \(pdf\)](#)
[Central Bank Website](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

OVERDUE [Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.](#)

30-Jun-2011 [Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

30-Jun-2011 [Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

OVERDUE [Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.](#)

New Messages

23-Jun-2011
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 2) The **User Accounts** page appears. Locate the user account to be disabled and click the name in the **User** column.



C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home ▶ **Administration** ▶ **Users**

Users

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled

Fund Service Provider User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change				
businessadmin	business admin	Business Administrator	Yes	27-Jun-2011 (14:12)	16-Jun-2011 (12:48)				
businessadmin2	business admin2	Business Administrator	Yes	27-Jun-2011 (14:46)	23-Jun-2011 (16:39)				
Businessadmin9	Jane Smith	Business Administrator	No	27-Jun-2011 (14:08)	27-Jun-2011 (14:09)				
enolan04	Enda Nolan	User	No						

3) The **User Details** page appears. Click **Disable** on the following two screens.

The screenshot shows the 'Jane Smith - User Details' page. The header includes the Central Bank of Ireland logo, the title 'C33489: Fund Service Provider', and the role 'BusAdminRole BusAdminRole'. The breadcrumb trail is 'Home > Administration > Users > Businessadmin9'. The left sidebar contains a 'View User' section with instructions and links to 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'. The main content area displays a table of user details for Jane Smith, including Login Name, Title, First Name, Surname, Email, Telephone, Job Title, Account Status, User Type, and User can administer at own level? Below the table are buttons for 'Edit Profile', 'Edit Access', 'Disable', 'Reset Password', and 'Delete User'. A tooltip 'Disable the user' is visible over the 'Disable' button.

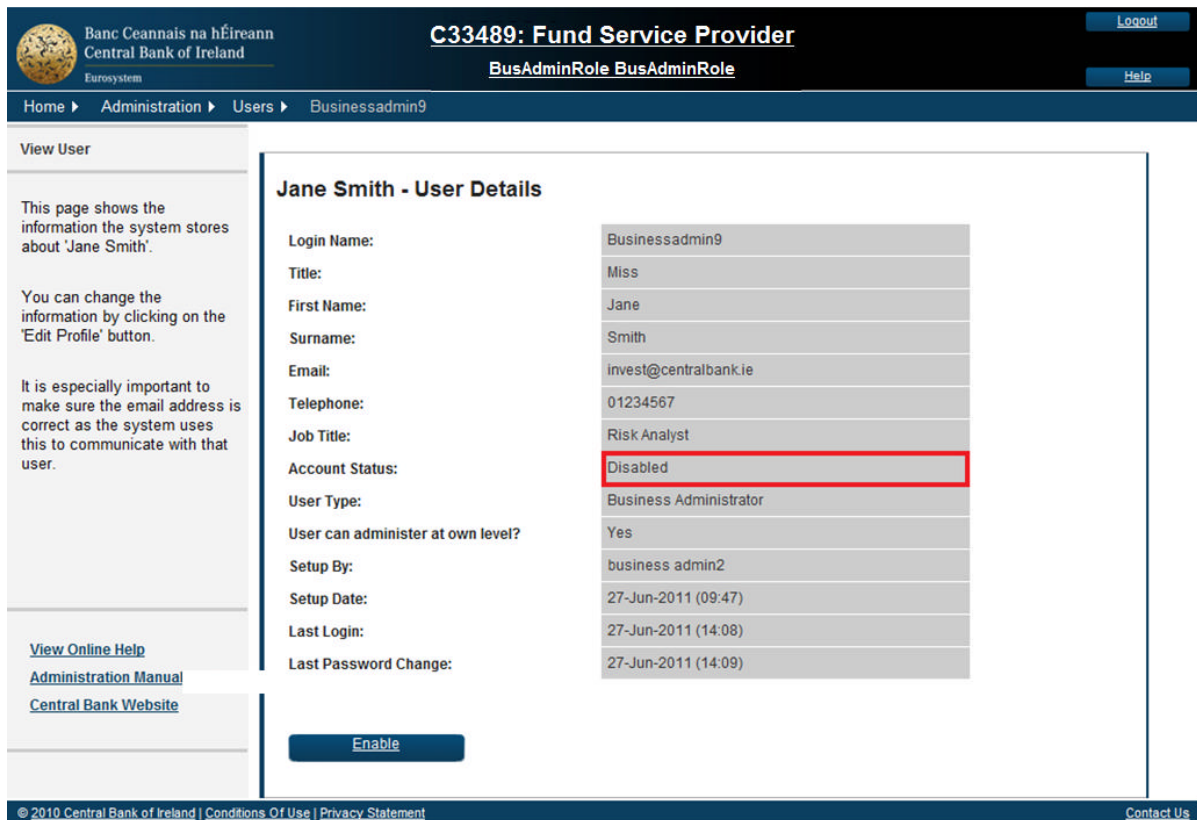
Login Name:	Businessadmin9
Title:	Miss
First Name:	Jane
Surname:	Smith
Email:	invest@centralbank.ie
Telephone:	01234567
Job Title:	Risk Analyst
Account Status:	Enabled
User Type:	Business Administrator
User can administer at own level?	Yes
Setup By:	business admin2
Setup Date:	27-Jun-2011 (09:47)
Last Login:	27-Jun-2011 (14:08)
Last Password Change:	27-Jun-2011 (14:09)

The screenshot shows the 'Disable 'Jane Smith' ?' confirmation dialog. The header is the same as the previous screen, but the breadcrumb trail now includes 'Disable'. The left sidebar contains a 'Disable User' section with instructions. The main content area displays a confirmation message: 'Are you sure you want to disable user 'Jane Smith'? This will prevent that user from logging into the Online Reporting system in the future.' Below the message are 'Disable' and 'Cancel' buttons. A mouse cursor is pointing at the 'Disable' button.

Are you sure you want to disable user 'Jane Smith'?

This will prevent that user from logging into the Online Reporting system in the future.

- 4) The **User Details** screen is displayed, showing an **Account Status** of **Disabled**.



C33489: Fund Service Provider
BusAdminRole BusAdminRole

Home Administration Users Businessadmin9

Jane Smith - User Details

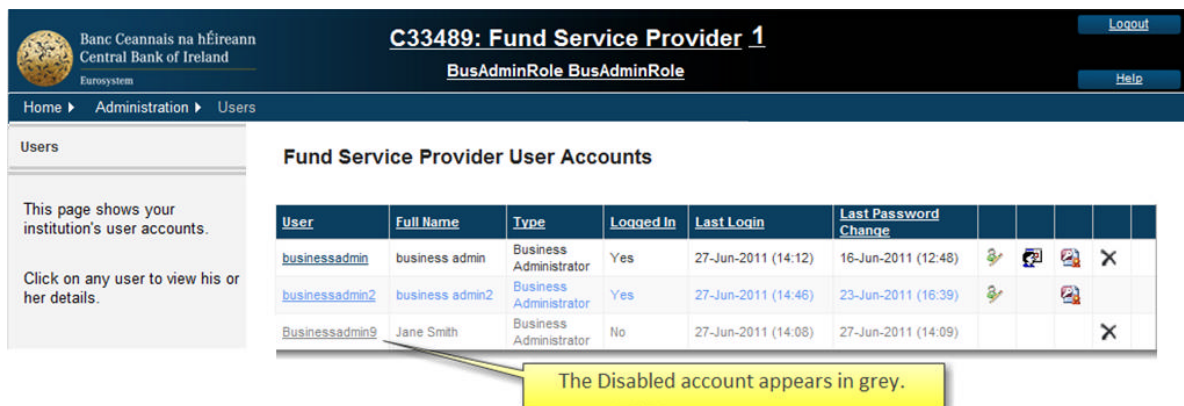
Login Name: Businessadmin9
Title: Miss
First Name: Jane
Surname: Smith
Email: invest@centralbank.ie
Telephone: 01234567
Job Title: Risk Analyst
Account Status: **Disabled**
User Type: Business Administrator
User can administer at own level? Yes
Setup By: business admin2
Setup Date: 27-Jun-2011 (09:47)
Last Login: 27-Jun-2011 (14:08)
Last Password Change: 27-Jun-2011 (14:09)

[View Online Help](#)
[Administration Manual](#)
[Central Bank Website](#)

[Enable](#)

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- 5) Click **Home > Manage User Accounts**. The **User Accounts** page appears. The **User** account details still appear in the list of user accounts, but with grey font to signify that the account has been disabled:



Fund Service Provider User Accounts


User	Full Name	Type	Logged In	Last Login	Last Password Change				
businessadmin	business admin	Business Administrator	Yes	27-Jun-2011 (14:12)	16-Jun-2011 (12:48)				
businessadmin2	business admin2	Business Administrator	Yes	27-Jun-2011 (14:46)	23-Jun-2011 (16:39)				
Businessadmin9	Jane Smith	Business Administrator	No	27-Jun-2011 (14:08)	27-Jun-2011 (14:09)				

The Disabled account appears in grey.

- 6) When the user next logs in, a message will be displayed on the **Login** screen, stating that the account has been disabled and advising the user to contact their **Firm Administrator**.



The **Firm Administrator** is the **Business Administrator**.



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

Online Reporting System

Login Instructions

Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.

If you have forgotten your login details, please contact your Firm Administrator.

If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).

Login to Online Reporting

Institution Code:

Login Name:

Password:

Login

The system could not log you in as your account has been disabled. Please contact your Firm Administrator.

7.7 Enable a User Account

This function is available only to **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

OVERDUE: Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.

30-Jun-2011: Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.

30-Jun-2011: Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.

OVERDUE: Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.

New Messages

23-Jun-2011
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 2) In the list of users, locate the **User** account to be enabled (in grey font), and click the relevant name under the **User** column.

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Home ▶ **Administration** ▶ **Users**

Users

This page shows your institution's user accounts.

Click on any user to view his or her details.

Fund Service Provider User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change					
businessadmin	business admin	Business Administrator	Yes	27-Jun-2011 (14:12)	16-Jun-2011 (12:48)					
businessadmin2	business admin2	Business Administrator	Yes	27-Jun-2011 (14:46)	23-Jun-2011 (16:39)					
Businessadmin9	Jane Smith	Business Administrator	No	27-Jun-2011 (14:08)	27-Jun-2011 (14:09)					

Click on the Disabled Account (grey font)

3) The **User Details** screen appears. Click **Enable** on the following two screens.

The screenshot shows the 'Jane Smith - User Details' screen. The header includes the Central Bank of Ireland logo, the text 'Banc Ceannais na hÉireann Central Bank of Ireland Eurosystem', and the title 'C33489: Fund Service Provider'. Below the header is a navigation bar with 'Home', 'Administration', 'Users', and 'Businessadmin9'. The main content area is divided into two columns. The left column contains instructions about the user profile and links to 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'. The right column displays user details for 'Jane Smith' in a table format. At the bottom of the right column is an 'Enable' button. A mouse cursor is hovering over the 'Enable' button, and a tooltip 'Enable the user' is visible.

Login Name:	Businessadmin9
Title:	Miss
First Name:	Jane
Surname:	Smith
Email:	invest@centralbank.ie
Telephone:	01234567
Job Title:	Risk Analyst
Account Status:	Disabled
User Type:	Business Administrator
User can administer at own level?	Yes
Setup By:	business admin2
Setup Date:	27-Jun-2011 (09:47)
Last Login:	27-Jun-2011 (14:08)
Last Password Change:	27-Jun-2011 (14:09)

Enable Enable the user

The screenshot shows the 'Enable 'Jane Smith' ?' confirmation screen. The header is identical to the previous screen. The navigation bar shows 'Home', 'Administration', 'Users', 'Businessadmin9', and 'Enable'. The main content area is divided into two columns. The left column contains instructions about disabling and re-enabling users. The right column contains a confirmation message: 'Are you sure you want to enable user 'Jane Smith'? This will allow that user to log into the Online Reporting system again. NOTE: you must reset the user's password before they login to the Online Reporting system.' At the bottom of the right column are 'Enable' and 'Cancel' buttons. A mouse cursor is hovering over the 'Enable' button.

Enable 'Jane Smith' ?


Are you sure you want to enable user 'Jane Smith'?

This will allow that user to log into the Online Reporting system again.

NOTE: you must reset the user's password before they login to the Online Reporting system.

Enable **Cancel**

- 4) The **user Details** screen appears, showing an **Account Status** of **Enabled**. The account is now enabled and the user can login to the Online Reporting System again.



Banc Ceannais na hÉireann

Central Bank of Ireland

Eurosystem

C33489: Fund Service Provider

BusAdminRole BusAdminRole

Logout

Help

Home Administration Users Businessadmin9

View User

This page shows the information the system stores about 'Jane Smith'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[View Online Help](#)
[Administration Manual \(pdf\)](#)
[Central Bank Website](#)

Jane Smith - User Details

Login Name:	Businessadmin9
Title:	Miss
First Name:	Jane
Surname:	Smith
Email:	invest@centralbank.ie
Telephone:	01234567
Job Title:	Risk Analyst
Account Status:	Enabled
User Type:	Business Administrator
User can administer at own level?	Yes
Setup By:	business admin2
Setup Date:	27-Jun-2011 (09:47)
Last Login:	27-Jun-2011 (14:08)
Last Password Change:	27-Jun-2011 (14:09)

Edit Profile

Edit Access

Disable

Reset Password

Delete User

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7.8 Delete a User Account

This function is available only to **Business Administrator** account types.



Once a user has been deleted, the account cannot be reactivated and the **Login Name** cannot be re-used.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.

C33489: Fund Service Provider
BusAdminRole BusAdminRole

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)
[Administration Manual \(pdf\)](#)
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View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

Tasks

OVERDUE: Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.

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30-Jun-2011: Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.

OVERDUE: Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.


New Messages

23-Jun-2011
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 2) In the list of users, locate the **User** account to be deleted, and click the delete icon in the last column on the right.



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

C33489: Fund Service Provider

[Logout](#)

[Help](#)

[Home](#) > [Administration](#) > [Users](#)

Fund Service Provider User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change				
businessadmin	business admin	Business Administrator	Yes	27-Jun-2011 (14:12)	16-Jun-2011 (12:48)				
businessadmin2	business admin2	Business Administrator	Yes	27-Jun-2011 (15:11)	23-Jun-2011 (16:39)				
Businessadmin9	Jane Smith	Business Administrator	No	27-Jun-2011 (14:08)	27-Jun-2011 (14:09)				
enolan04	Enda Nolan	User	No						
enolan1	Enda Nolan	User	No						
enolan12	Enda Nolan	User	No						
enolan2	Enda Nolan	User	No						
enolan3	Enda Nolan	User	No						
enolan4	Enda Nolan	User	No						
enolan6	Enda Nolan	User	No						

<< Previous Show Rows: 10 Page 1 of 2 Next >>

[Add User](#)

Users

This page shows your institution's user accounts.

Click on any user to view his or her details.


As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

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[Administration Manual \(pdf\)](#)
[Central Bank Website](#)

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On the User Account to be deleted, Click the Delete Icon

- 3) The **Delete** page appears. Click **Delete**.



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[Home](#) > [Administration](#) > [Users](#) > [Businessadmin9](#) > [Delete User](#)

Delete 'Jane Smith'?

Are you sure you want to delete user 'Jane Smith' from the Online Reporting system?

This deletion is permanent and cannot be undone.


[Delete](#) [Cancel](#)

Delete User

You should delete a user account if you know that person will never use the system again.

Even after you delete 'Jane Smith', you will not be able to use the login name 'Businessadmin9' for anyone else in the future.

- 4) The **User Accounts** page appears; the **User** account is no longer listed.



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BusAdminRole BusAdminRole

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Users

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

[View Online Help](#)
[Administration Manual \(pdf\)](#)
[Central Bank Website](#)

Investment Firm 1 User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change				
businessadmin	business admin	Business Administrator	Yes	27-Jun-2011 (14:12)	16-Jun-2011 (12:48)				
businessadmin2	business admin2	Business Administrator	Yes	27-Jun-2011 (15:11)	23-Jun-2011 (16:39)				
enolan04	Enda Nolan	User	No						
enolan1	Enda Nolan	User	No						
enolan12	Enda Nolan	User	No						
enolan2	Enda Nolan	User	No						
enolan3	Enda Nolan	User	No						
enolan4	Enda Nolan	User	No						
enolan6	Enda Nolan	User	No						
enolan7	Enda Nolan	User	No						

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[Add User](#)

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8. Appendix 1

8.1 Rounding numbers on the Online Reporting System

All non monetary values should be entered onto the structured returns on the Online Reporting System in whole numbers. All monetary/financial data should be entered onto structured returns in thousands of Euros. When entering financial data in thousands of euro the following rules apply:

In general values of €1 to €499 should be rounded down and values of €500 to €999 should be rounded up. However, in cases where a system validation is in place to ensure that a number of sub-fields add correctly to a total field, and firms are encountering validation errors due to rounding issues, the convention to be used is as follows:

- i. The total field should be entered according to the general rounding rule (i.e. round values of €1 to €499 down and values of €500 to €999 up). It is most important that the total field is correct.
- ii. Firms should then pick the sub-field(s) to round up or down as necessary so that the least difference from the actual values is reported. In the case where more than one sub-field (or more than one combination of sub-fields) satisfies this criterion, firms should simply pick one of these sub-fields (or combination of sub-fields) at their discretion.

The following three examples are illustrative:

Example 1			
Field Heading	Actual value	Value that would be input on the Online Reporting System according to the general rounding rules €000	Value to be input in order to fix the validation error €000
<i>Field 1.1.1</i>	€1,000	1	1
<i>Field 1.1.2</i>	€3,400	3	4 The entry here is changed to '4' in order to fix the validation error. There is a difference of €600 between '4' (representing €4,000) and the actual value of €3,400. Changing the entry in either of the other sub-fields here would create a larger difference from the actual value.

<i>Field 1.1.3</i>	€3,300	3	3
Total Field 1.1	€7,700	8 Validation error! [1 + 3 + 3 does not equal 8]	8 Total left unchanged

Example 2			
Field Heading	Actual value	Value that would be input on the Online Reporting System according to the general rounding rules €000	Value to be input in order to fix the validation error €000
<i>Field 1.1.1</i>	€2,000	2	2
<i>Field 1.1.2</i>	€3,600	4	4
<i>Field 1.1.3</i>	€3,500	4	3 The entry here is changed to '3' in order to fix the validation error. There is a difference of €500 between '3' (representing €3,000) and the actual value of €3,500. Changing the entry in either of the other sub-fields here would create a larger difference from the actual value.
Total Field 1.1	€9,100	9 Validation error! [2 + 4 + 4 does not equal 9]	9 Total left unchanged

Example 3			
Field Heading	Actual value	Value that would be input on the Online Reporting System according to the general rounding rules €000	Value to be input in order to fix the validation error €000
<i>Field 1.1.1</i>	€3,000	3	3
<i>Field 1.1.2</i>	€4,600	5	4 The entry here is changed to '4' in order to fix the validation error. There is a difference of €600 between '4' (representing €4,000) and the actual value of €4,600. Changing the entry in sub-field 1.1.3 to '4' would have also created a difference of €600 from the actual value. Hence we could have picked either sub-field 1.1.2 or 1.1.3 to change in this instance.
<i>Field 1.1.3</i>	€4,600	5	5
Total Field 1.1	€12,200	12 Validation error! [3 + 5 + 5 does not equal 12]	12 Total left unchanged